

Minutes of the Criminal Justice Information Sharing Executive Committee Meeting
Thursday, August 02, 2007, 1:00 pm CDT
Bureau of Criminal Investigation – Administrative Conference Room
Bismarck, North Dakota 58503

Call to Order: The meeting was called to order by Jerry Kemmet

Executive Committee Members present: Charles Placek – DOCR, Sally Holewa – Supreme Court Department, Nancy Walz – Information Technology, Jerry Kemmet – BCI, Paul Hendrickson – Griggs County SO, Deborah Ness – Bismarck PD, Russ Timmreck – Department of Emergency Services, Dave Kleppe - Highway Patrol, Pat Heinert – Burleigh County SO,

Members absent:, Wade Enget - Mountrail County SA, Daryl Vance – Watford City PD,

Others present: Pam Schafer, Tina Radenz, Tammy Schatz – CJIS, James Boehm, Jim Crow – State Radio

Agenda

Topic: Approve June 14, 2007 Meeting Minutes

Discussion:

Motion to approve meeting minutes by Pat Heinert; Second by Chuck Placek. Unanimous approval.

Topic: CJIS Architect Position

Discussion:

Pam stated that the CJIS Hiring Committee, which consisted of Nancy Walz, Cher Thomas, Captain Dave Kleppe, and herself, interviewed three out of seven candidates. A decision will be made later today on proceeding with the hiring process.

Topic: Administrative Rules

Discussion:

Jerry discussed that Mary Kae Kelsch has been assigned to assist with the preparation of administrative rules and Chuck will continue as the chair of the administrative rules sub-committee. Jerry will have Edward pass information from past meetings to Chuck. The main focus is to have an approval process for CJIS users. Deb Ness referenced utilizing the post board standards for a prototype to follow for creating the administrative rules. Nancy suggested working on a framework for the rules. The committee brought out concerns of open records, penalties, retention policies, and the need for board review of the administrative rules.

Action:

Sub-committee will meet again to work on the administrative rules with counsel to work on rules and address concerns.

Topic: Memorandum of Understanding

Discussion:

Jerry discussed the CJIS Board is working on a memorandum of understanding. The memo includes the interaction of the three agencies involved with CJIS at the Board level; Courts, ITD and Office of the Attorney General are working on staffing, space, and support. Office space is being looked at for CJIS staff. There is office space available at North Brook Mall and additional office space in the BCI building downstairs that can be utilized for CJIS. Sally asked if this is to work on issues in the past that Mark Hawks had brought forth to the Executive Committee. Jerry stated it was.

Topic: Public Safety Interoperable Communications Grant

Discussion:

Russ discussed the Public Safety Interoperable Grant. DES was granted 6.5 million in Homeland Security Funds and had requested 10 million. DES did receive 7.05 million from the Public Safety Interoperable Communications grant. Therefore, priorities will be shifted.

The grants are distributed at 20% state/80% local jurisdictions. There is a 20% match for the recipient of the grant. The DESAC committee is meeting on August 8th at the NDACO. There is a high probability funds are not available at this time as the DESAC has set their priorities already. It was suggested that CJIS make an awareness presence for future funding. Russ will allow CJIS 5-10 minutes of his time frame for CJIS. Communication technology needs for the state was discussed, which included the state's data standards and a higher band width is necessary for data transmission. This is a huge obstacle in technology as it is very expensive. In 2013, the FCC standards require digital transmission. With the discussion it was brought out that the CJIS Strategic Plan needs to be reviewed to plan CJIS's future.

Action:

Place CJIS Business Plan on September 13, 2007 CJIS Executive Committee Agenda
Pam attend DESAC meeting on August 8, 2007 at NDACO. Pam has worked arrangements with Russ on this.

Topic: Review CJIS Program Status

Discussion:

Tina gave a demonstration of the WebView Reports that are available for use.

Monthly status of the CJIS Hub, LERMS, and STARS statistics was presented. Information is available at <http://www.nd.gov/cjis/Committees/Executive.htm>

Topic: CJIS Project Reviews

Discussion:

Local Law Enforcement Integration Project

Project has restarted and is in development stages.

Protection Order Project

Expected implementation is end of August.

BPD Integration Project

It was discussed the CJIS Board approved the funding through the CJIS budget of the "Big 4" Integration at a cost of \$10,000 per agency for vendor enhancements and \$6,000 for per agency for ITD development efforts. The CJIS Executive committee approved the project as proposed to do limited indexing of information into the CJIS Hub Portal. Chuck made the motion to proceed with project and Nancy seconded. With this projects discussion it was noted that Mandan Police Department and Morton County Sheriff's Department was pursuing Arconix' RMS. Deb, Pat, Jerry will have a meeting with Mandan PD on this to discuss effects of information sharing.

Topic: Open Discussion

Discussion

This was Chief Deb Ness's last CJIS Executive Committee Meeting. The committee congratulated Deb Ness for a wonderful job on the CJIS Executive Committee and she was very much appreciated. Deb suggested Keith Witt fill in the interim for her until a replacement is announced. A motion to have Deputy Chief Keith Witt fill in the interim by Pat Heinert, Seconded by Chuck Placek.

It was discussed to have a "large agency" representative from the State's Attorneys Association be on the CJIS Executive Committee. CJIS needs to send a letter to the State's Attorney Association to request a large agency member representation for the CJIS Executive Committee. Pam sent an email to the pilot Justware group asking for a volunteer.

Topic: Review CJIS Hub Users

Discussion

One individual was approved and further information was requested on one individual.

Meeting was adjourned at 3:30 p.m.